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| **Location: Country Inn and Suites – near Portland International Raceway, Portland** | **November 1st, 2018** | **19:07pm** |

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| **Attendance (names in attendance required): Ryan Davis, Erik VanDyke, Todd Averitt, Andres Ferrer, Jemal Mfundshi, Sean Vanderheiden, David and Chloe Pucknell, Mina Ingraham (by phone);** |

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| **President -** Ryan Davis --- Call meeting to order/Guest Intro – (David and Chloe  0 | 19:10 |

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| **Secretary** – Mina Ingraham | | **Time** |
| Previous Minutes review | Review/approve – Erik noted one typographical error to fix – “do” to “go”; subject to that correction, Todd moved approval, Erik seconded – approved; Mina will make change and send corrected copy to Ryan ASAP. (this was done later the same evening) | 19:11 |

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| **Treasurer** – Todd Averitt | | **Time** |
| Financial status | Review – there is a handout, incorporated by this reference as if repeated herein in full.  -want to get the early bird memberships out;  -end balance around $2421;  -data are on the handout as far as where we are for calendar 2018. Todd believes it’s been a good second year.  -profit, so far, is at around 35%. The data are broken down several ways on subsequent pages.  -Taxes – have been filed with the accountant. Should be done within the next week; that will cost around $50.  -Ryan emailed McMinnville re the 1k advance charge they are asking for, far in advance; he told them that we had no income essentially during the off season; our dates aren’t secure but if someone else wants them, we will be offered a right to pay the money at that point.  -early bird stuff: ought to be well on the way to handling that (Todd, Ryan)  Ryan: re: early bird passes - do we want to keep how we did it last year, or change it at all?  Discussion – additional revenue for a small but reasonable price increase seems minimal – Erik points out that if we can keep things as is, and maybe get more numbers, we will make additional money, have a good chunk of early season income, and also just see how we can grow the program before we start potentially decreasing revenue by decreasing demand based on price; - general agreement on this point, keep it the same. | 19:12 |
| Notification | Distribute list of “extra” duties that need handing off - key retrieval and drop off process, insurance contacts, PIR contacts, insurance timelines etc. to assign to people – Todd has prepared a comprehensive list of contacts, procedures, and so on, for the next persons who take / help with the Treasurer job to take on these responsibilities. This list was sent out by email, and it is incorporated by this reference as if herein repeated in full.  Main Insurance Fee – $485 for insurance, due Feb 1 ’19. Then, each event requires $180. We have fairly standard COI (certificate of insurance) forms. The treasurer needs to be sure that the COIs, though are correct in terms of dates, especially if there is any kind of change in schedule. Accountant will handle the taxes, and will let the President know when they are done. City will bill us as needed.  Ryan is concerned that there may be additional duties that Todd has done, such as getting keys from PIR – we need to keep a list of all of these, to make sure that nothing falls through the cracks. Todd has been kind enough to do so many things, for so long, we need to be able to be sure to not miss anything, granted that he will still be there to help and give input.  Ryan – we need a treasurer, and soon. Discussion – where do we advertise? Maybe MSR list and FB group. Ryan will do this sometime in the next little while.  Todd – there are forms to consolidate, as well. We want to keep everything in order, in case we are audited. There’s a pretty good file and amount of paperwork for each event, and it needs to be kept in order.  Ryan - do we know, for example, where all the incident report papers are? Jemal – e-copy yes; paper copy – we will need to verify all of that. Todd - there are different incident forms – both on track or with a vehicle, and e.g. fisticuffs or disputes among persons, no vehicles involved. We need to be sure to control images, video, and so on – the safety officer is to control what records are made, and to keep them in the file. Todd – if you had three people doing it, it wouldn’t take long.  END – 19:42 | 19:24 |

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| **President** – Ryan Davis | | **Time** |
| Schedule | Review; approve current copy. It seems we approved this before, but Ryan wanted to be sure no one has any last-minute points or problems. Everything looks good as discussed last time; McMinnville needs the deposit, obviously. First event end Feb, running to mid-October, but we don’t have anything in March. We have one conflict with WMC, possibly, our Shelton to their Evergreen. Shelton is fine with set up on Fridays, but not a bunch of full speed testing. Ryan – why not add Friday, pay at $600, and let the officers run? Limited sign up for others as well.  Ryan said, we could take a vote on it – or at least, it’s submitted for discussion. 20-25 people at 20-25 bucks would make it a limited cost burden to the club. Mina – club shouldn’t lose money on it. Jemal and Erik – lots of people won’t be able to leave work. Ryan - we need to know what the attendance would be, if not enough, doesn’t make sense and it’s just a lot of work. Todd – this could just create a lot of work for the same core group.    Ryan - Or – “free events” – on practice days? Mina – I think Todd’s point about a small core group is well taken, and a difference between what we can do for play days versus large SCCA regions like CCR or NWR. Rough estimate of losses for this would be maybe 800 in total (BOD members not paying to run those days).  Mina moved, Todd seconded – BOD – free for practice / fun run days.  End – 19:56 | 19:42 |
| Dream Drives for Kids | Not happening – it’s going back to Maryhill, so not happening for BCA.  End – 19:57 | 19:57 |

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| **Vice President** - Andres Ferrer | | **Time** |
| Banquet | Who’s coming? – all but Mina. Decorations? Uh – maybe? (call failed, re-establishing) – many Hot Wheels and checkered table cloths; homemade checkered cloths. Something can be made and kept for future events. Awards ready? – all are ready except for 1st place awards, but these are close. There are 5 perpetual awards. Need to determine who is winning these.  -Persistence award: David Dufresne  -Most Improved – Larry White  -Driving Excellence (most top PAX) – Steve Wynne  -Sportsperson award – David and Chloe Pucknell  Speed Award – (most FTOD) – Steve Savas  End - 20:20 | 19:57 |
| **Need raffle items! Ideas? We have some shirts left. –** We didn’t sell any this year, so we have some extras, as well as unclaimed trophies from last year. Unclear if PRE will raffle anything. Sean – could go to HF and get a few things to raffle? Maybe a couple half inch torque wrenches, and maybe some half inch sockets? Four or five things at about 15 bucks apiece. Club shouldn’t spend more than 100 on these. A few items, plus the shirts, is something.  End: 20:32 | 20:21 |

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| **Safety** – Jemal Mfundshi | | **Time** |
| 2019 safety team | Who will be doing safety next year? – maybe just send an email out, see who might be interested after FB blast and email.  End: 20:33 | 20:32 |

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| **Equipment Coordinators**– Erik VanDyke, Sean Vanderheiden | | **Time** |
| Other upcoming needs? | Year end and storage of electronic equipment? Sean can store it. | 20:33 |
| Radios | We need to plan for new radios in 2019. Discussed at last meeting. Sean – Amazon seems to have Chinese stuff for about 30 a pop, but unlikely to handle abuse. How much to budget for this? Tabled – keep looking. Todd – there are possibly significant unknown expenses, such as: taxes, possible bus expenses; we need a new time slip printer. Would Larry White maybe help, as he had volunteered to do with printer? Mina – wait, don’t we need a printer still too? Discussion of other options with times – like, live timing, or a timer board. Discussion of spending money on durable items versus cash flow issues. Discussion of do we want to borrow equipment from Porsche Club? But it seems like we could get 5 radios at $60 a pop, of the sort that PCA uses. Expense there – likely around $1200 to $1500. We could also put a screen up for people to view times. General discussion – these options would cost more than just getting a quality printer. – Consensus is, tabled, but let’s see what Larry might be able to do on the printer, and we can see about the radio costs.  END – 21:04 | 20:35 |
| Cones | require count and should be brought back to original quantity. Toss damaged ones. Cost for BCA logo in blue is still unknown. Sean will count these with Ryan.  END – 21:05 | 21:05: |

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| **New Business** | **Assigned to** | **Outcome** |
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* **Additional board member discussions**
* **Open for comments/questions from non-board members**

**ADJOURNED – 21:06**